DOCUMENT RESUME

ED 409 430 CE 074 349

TITLE	Diversified Education. Vocational Education Program Courses Standards.
INSTITUTION	Florida State Dept. of Education, Tallahassee. Div. of Applied Tech., Adult, and Community Education.
PUB DATE	Jul 97
NOTE	70p.; Supersedes ED 358 267.
AVAILABLE FROM	Florida Department of Education, Product Distribution, Tallahassee, FL 32399 (order no. DO 483 BK 97).
PUB TYPE	Guides - Classroom - Teacher (052)
EDRS PRICE	EDRS Price MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Basic Skills; Behavioral Objectives; Career Exploration; Competence; *Competency Based Education; Computer Literacy; Dropout Prevention; Employment Qualifications; Entry Workers; Job Skills; On the Job Training; Postsecondary Education; *Prevocational Education; Secondary Education; State Curriculum Guides; *State Standards; *Statewide Planning; Student Evaluation; Student Motivation; Teaching Guides; Vocational Education; Work Attitudes; Work Experience Programs
IDENTIFIERS	*Diversified Cooperative Training; *Florida

ABSTRACT

This document contains vocational education program course standards (curriculum frameworks and student performance standards) for exploratory courses, practical arts courses, and job preparatory programs offered at the secondary and postsecondary level as part of Florida's diversified education program, which consists of courses, programs, and activities designed to achieve the following purposes: prepare individuals for employment in selected occupations through cooperative instruction; motivate potential school leavers to remain in school by providing a variety of supervised, occupational on-the-job experiences combined with general human relationship and employability skills; and reinforce the basic skills in English, mathematics, and science appropriate for individual students' job preparatory programs. Curriculum frameworks are provided for the following programs: exploration of vocational occupations; practical arts (general); workplace computer applications; workplace essentials; cooperative diversified education; diversified cooperative training; guided workplace learning; work experience; and vocational-related basic skills. Each curriculum framework includes some or all of the following: program title, occupational area, grade level, length, certification awarded; major concepts/content covered in the course; laboratory activities; special notes; and intended outcomes. (MN)

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VOCATIONAL EDUCATION PROGRAM COURSES STANDARDS

July 1997

Diversified Education

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VOCATIONAL EDUCATION

PROGRAM COURSES STANDARDS

DIVERSIFIED EDUCATION

July 1997

FLORIDA DEPARTMENT OF EDUCATION
Division of Applied Technology, Adult, and Community Education
Bureau of System Implementation and Technical Assistance
Tallahassee, Florida 32399-0400
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FOREWORD

Section 228.041 Florida defines vocational education as meaning that instruction not necessarily leading to a baccalaureate degree, either graded or upgraded, listed below:

1. Job/preparatory programs designed to provide students with the minimum competencies necessary for effective entry into an occupation;

2. Exploratory courses designed to give students initial exposure to the skills and aptitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

3. Supplemental programs designed to enable persons who are or have been employed in an occupation to upgrade their competencies in order to reenter or maintain employment or advance within their current occupation;

4. Practical arts courses designed to teach students practical generic skills which, though applicable to some occupations, are not designed to prepare students for entry into a specific occupation; or

5. Instruction which integrates the basic academic skills and vocational skills.

This document contains vocational education program courses standards (curriculum frameworks and student performance standards) for exploratory courses, practical arts courses and job preparatory programs offered at the secondary or postsecondary level as a part of Florida's comprehensive vocational education program. Vocational education program courses standards are established pursuant to Section 239.205, Section 233.011, and Section 232.2454, Florida Statutes, for school districts and community colleges. State Board of Education Rule 6A-6.0571, Criteria for qualification of Special Vocational-Technical Education Program Courses, provides the basis for the development and dissemination of this document.

Each program course standard is composed of two parts: a curriculum framework and student performance standards. The curriculum framework includes four major sections: major concepts/content, laboratory activities, special notes, and intended outcomes. Student performance standards are listed for each intended outcome.

The standards do not prescribe how instruction should be delivered since decisions relative to the delivery of instruction must be made by school districts and community colleges within the context of local conditions. The Division of Applied Technology and Adult Education, Florida Department of Education, supports the belief that competency-based vocational education is the most effective means of providing programs and courses that conform to these established standards.

Program and course standards are based upon competencies required for entry, advancement, and upgrading in occupations in the vocational program areas of Agriculture, Business, Diversified, Health Occupations, Home Economics, Technology, Industrial, Marketing, and Public Service Education. Standards for courses designed for handicapped, disadvantaged, and other special needs persons are also provided. The standards are reviewed annually and revised as needed based upon changes in occupations utilizing input from professional associations, state technical committees, and other representatives of the private sector.

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INTRODUCTION

DIVERSIFIED EDUCATION

Diversified Education includes courses, programs, and activities designed to (1) prepare individuals for employment in selected occupations utilizing the cooperative method of instruction; (2) motivate the potential school leaver to remain in school by providing a variety of supervised, occupational on-the-job experiences combined with general human relations and employability skills; and (3) reinforce the basic skills in English, mathematics, and science appropriate for the job preparatory program in which the student is enrolled. These courses, programs, and activities are provided through vocational classroom instruction and applied laboratory procedures/practices.

The cooperative education OJT component of the educational program must include a training agreement, a training plan including instructional objectives and a list of the on-the-job and in-school related instruction, and a work station which reflects the equipment, skills, and tasks which are relevant to the occupation which the student has chosen.

July 1997

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Exploration of Vocational Occupations
Occupational Area:	Diversified Education
	Secondary
Program Numbers	**9100210**
CIP Number	1098.9999EX
Grade Level	6-9, 30, 31
Length	.5 credit
Certification	Any Vocational Coverage When Certificate Reflects Bachelor Or Higher

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this course is to give students initial exposure to the skills and attitudes associated with occupations in a diverse range of careers. The content of this course will consist of the content contained in two or more existing exploration courses and may include instruction in making a career choice and basic employability skills needed to locate, secure and maintain employment.

II. **LABORATORY ACTIVITIES:** Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the materials and tools appropriate to the course content and in accordance with current practices.

III. **SPECIAL NOTE:** The typical length for this course for the average achieving student is 75 hours. A qualified instructor for each instructional component should be utilized whenever possible.

IV. **INTENDED OUTCOMES:** The intended outcomes for this course will be those outcomes that are selected from other exploration courses and may also include instruction in making a career choice and basic employability skills needed to locate, secure, and maintain employment.

July 1997

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Practical Arts General
Occupational Area:	Diversified Education
	Secondary
Program Numbers	**8300320**
CIP Number	1098.8660PA
Grade Level	9-12, 30, 31
Length	1 credit
Certification	Any Vocational Field or Coverage
Facility Code	221
VSO	None
Coop Method	No
Apprenticeship	No
Basic Skills	
Math	Not Required for Practical Arts
Language	Not Required for Practical Arts
Reading	Not Required for Practical Arts

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this course is to provide students with general practical skills. The content of this course will consist of the content contained in two or more existing practical arts courses.

II. **LABORATORY ACTIVITIES:** Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the tools and materials appropriate to the course content and in accordance with current practices.

III. **SPECIAL NOTE:** The typical length for this course for the average achieving student is 150 hours.

IV. **INTENDED OUTCOMES:** The intended outcomes for this course will be those outcomes that are selected from other practical arts courses, including basic employability skills needed to locate, secure and maintain employment.

July 1997

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Workplace Computer Applications
Program Type:	Practical Arts
Occupational Area:	Diversified Education
Components:	N/A
	Secondary
Program Numbers	**8300330**
CIP Number	1011.0101PA
Grade Level	9-12, 30, 31
Length	.5 credit
Certification	Any Vocational Field or Coverage
Facility Code	221
VSO	Any VSO
Coop Method	NO
Apprenticeship	NO
Basic Skills	
Math	Not Required for Practical Arts
Language	Not Required for Practical Arts
Reading	Not Required for Practical Arts

I. **MAJOR CONCEPTS/CONTENT**: The purpose of this course is to provide students with general knowledge of computers, how they work and how they can be used in the workplace.

The content includes, but is not limited to, instruction in the use of computers, workplace related software application, legal issues affecting the use of computers and the possible future impact of computers in the workplace.

II. **LABORATORY ACTIVITIES**:

III. **SPECIAL NOTE**: Any Vocational Student Organization, is appropriate for providing leadership training and reinforcing specific vocational skills. Vocational Student Organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.064, FAC.

When a secondary student with a disability is enrolled in a vocational class with modifications to the curriculum framework, the particular outcomes and student performance standards which the student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEPs.

IV. **INTENDED OUTCOMES**: After successfully completing this course the student will be able to perform the following:

01.0 Explain the importance of computers in the workplace.

02.0 Describe the ways computers are used by business to satisfy the needs of customers.

03.0 Define the basic terminology associated with computers in the workplace.

04.0 Describe the basic sections of a computer.

05.0 Identify and discuss the basic functions of information systems.

06.0 Demonstrate the use of a computer.

07.0 Describe the use of computers in the workplace.

08.0 Demonstrate selected workplace software applications.

09.0 Discuss the prospects for future uses of computers by business.

10.0 Identify the legal and ethical issues related to computers in the workplace.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Workplace Computer Applications
Secondary Number: 8300330
Postsecondary Number:

01.0 EXPLAIN THE IMPORTANCE OF COMPUTERS IN THE WORKPLACE--The student will be able to:

- 01.01 List the uses of computers for several businesses in your community.
- 01.02 Describe the ways a computer helps an employee do their job.
- 01.03 Compare the ways an employee performs their job today using computers as opposed to twenty years ago.
- 01.04 Describe how computers can be used to reduce the manpower needs of business and industry.
- 01.05 Explain the importance of keyboarding in the use of computers.

02.0 DESCRIBE THE WAYS COMPUTERS ARE USED BY BUSINESS TO SATISFY THE NEEDS OF CUSTOMERS--The student will be able to:

- 02.01 Identify the information provided to a consumer on a sample computerized receipt.
- 02.02 Describe the advantages of computers in the workplace.
- 02.03 Discuss the disadvantages of computers in the workplace.
- 02.03 Describe how a database helps businesses benefit their customers.
- 02.04 Describe how a spreadsheet helps businesses benefit their customers.
- 02.05 Describe how a word processor helps businesses benefit their customers.

03.0 DEFINE THE BASIC TERMINOLOGY ASSOCIATED WITH COMPUTERS IN THE WORKPLACE--The student will be able to:

- 03.01 Define and describe the term "hardware".
- 03.02 Define and describe the term "program".
- 03.03 Define and describe the term "programming language".
- 03.04 Define and describe the term "software".
- 03.05 Define and describe the term "computer literacy".
- 03.08 Define and describe the term "mainframe computer".

04.0 DESCRIBE THE BASIC SECTIONS OF A COMPUTER--The student will be able to:

- 04.01 Define and describe input.
- 04.02 Define and describe memory.
- 04.03 Define and describe arithmetic and logic.
- 04.04 Define and describe control.
- 04.05 Define and describe output.
- 04.06 Demonstrate the relationship of input, memory, arithmetic and logic, control, and output.

05.0 IDENTIFY AND DISCUSS THE BASIC FUNCTIONS OF INFORMATION SYSTEMS--The student will be able to:

05.01 Identify the basic functions of information systems.
05.02 Discuss the management of information systems.
05.03 Sequence in correct order, the steps a computer uses in processing information.

06.0 DEMONSTRATE THE USE OF A COMPUTER--The student will be able to:

06.01 Demonstrate "power on" procedures for a computer.
06.02 Demonstrate the use of a mouse.
06.03 Demonstrate the use of the printer.
06.04 Demonstrate the use of a personal computer.
06.05 Demonstrate the use of electronic mail.

07.0 DESCRIBE THE USE OF COMPUTERS IN THE WORKPLACE--The student will be able to:

07.01 Describe the uses of computer-aided design (CAD).
07.02 Describe the uses of computer-aided manufacturing (CAM).
07.03 Describe the uses of computer cash registers.
07.04 Share an example of computers being used in mathematical modeling.
07.05 Explain the use of computers in manufacturing.
07.06 Explain the use of computers in government.
07.07 Explain the use of computers in communications.
07.08 Explain the use of computers in transportation.
07.09 Explain the use of computers in education.
07.10 Explain the use of computers in science and engineering.
07.11 Explain the use of computers in medicine.
07.12 Explain the use of computers in banking.
07.13 Describe the uses of data libraries in the workplace.

08.0 DEMONSTRATE SELECTED WORKPLACE SOFTWARE APPLICATIONS--The student will be able to:

08.01 List the brand names of computers used by several businesses in your community.
08.02 List the names of software being used by several business in your community.
08.03 Describe how one software package is being used (applied) in a sample workplace.
08.04 Develop a sample database.
08.05 Develop a sample spreadsheet.

09.0 DISCUSS THE PROSPECTS FOR FUTURE USES OF COMPUTERS BY BUSINESS--The student will be able to:

09.01 Write a paragraph on how electronic storage and transmission of information will lead to the "paperless office."
09.02 Give several examples of how computers might be used in the future.

09.03 Describe orally possible impact computers might have on the workplace within the next decade.

09.04 Brainstorm new industries and occupations that computers may create in the next twenty-five years.

10.0 IDENTIFY THE LEGAL AND ETHICAL ISSUES RELATED TO COMPUTERS IN THE WORKPLACE--The student will be able to:

10.01 Write a one page paper on the legal and ethical issues related to computers in the workplace.

10.02 Brainstorm in a group reasons why computers might create legal and ethical issues.

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Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Workplace Essentials
Program Type:	Practical Arts
Occupational Area:	Diversified Education
Components:	N/A
	Secondary
Program Numbers	**8300310**
CIP Number	1098.8650PA
Grade Level	9-12, 30, 31
Length	.5 credit
Certification	Any Vocational Field or Coverage
Facility Code	Any Appropriate Vocational
VSO	ANY VSO
Coop Method	NO
Apprenticeship	NO
Basic Skills	
Math	Not Required for Practical Arts
Language	Not Required for Practical Arts
Reading	Not Required for Practical Arts

I. **PURPOSE:** The purpose of this course is to provide students with workplace skills essential for gainful employment. The content of this course includes the following: developing an employment plan, seeking and applying for employment opportunities, accepting employment, communicating on the job, maintaining professionalism, adapting and coping with change, solving problems and critical thinking; maintaining a safe and healthy work environment, demonstrating work ethics and behavior, demonstrating technological literacy, maintaining interpersonal relationships, and demonstrating leadership and team work.

II. **LABORATORY ACTIVITIES**: Laboratory activities are an integral part of this program.

III. **SPECIAL NOTE:** Any Vocational Student Organization is appropriate for providing leadership training and reinforcing specific vocational skills. Vocational Student Organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.064, FAC.

The typical length of this course for the average achieving student is 75 hours.

IV. **INTENDED OUTCOMES:** After successfully completing this course, the student will be able to:

01.0 Develop an employment plan.
02.0 Seek and apply for employment opportunities.
03.0 Accept employment.

04.0 Communicate on the job.
05.0 Maintain professionalism.
06.0 Adapt and cope with change.
07.0 Solve problems and critical thinking.
08.0 Maintain a safe and healthy work environment.
09.0 Demonstrate work ethics and behavior.
10.0 Demonstrate technological literacy.
11.0 Maintain interpersonal relationships.
12.0 Demonstrate leadership and team work.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Workplace Essentials
Secondary Number: 8300310
Postsecondary Number: 1098.8650PA

01.0 DEVELOP AN EMPLOYMENT PLAN--The student will be able to:

01.01 List personal interests and match them to two occupational areas and two job titles.
01.02 List personal aptitudes and compare them to two occupational areas and two job titles.
01.03 Write one long term work goal and three short term goals related to a job title of interest.
01.04 Identify five personal work attitudes useful in the work environment.
01.05 Identify and relate personality traits that characterize self to the personality characteristics of two job titles.01.06 Identify personal physical capabilities, two occupational job titles, and the physical requirements for the two selected occupational titles.
01.07 Interview one career counseling source from a school and one career counseling source from business to identify career information from counseling sources.

02.0 SEEK AND APPLY FOR EMPLOYMENT OPPORTUNITIES--The student will be able to:

02.01 Research two employment opportunities from one or more employment resources to determine job position, title, qualifications, duties, hours, salary and contact information.
02.02 Identify two career choices and the job requirements of each career choice indicating the job titles, working conditions, nature of work requirements and job duties.
02.03 Develop a list of twelve possible employers for two specific occupations using six employment resources to include the employer's name, address, contact's name, telephone number, and the source of information.
02.04 Prepare a resume using personal information typed or hand printed into a final, error free document.
02.05 Identify ten questions that may be asked in a job interview and develop an answer to each question.
02.06 Identify one job title of interest and conditions for employment to include special training, education, physical requirements, work hours, and tools/equipment.
02.07 Justify in a group presentation the reasons for selecting a particular job after having researched two job opportunities denoting four benefits of each job and two negatives of each job.
02.08 Describe five steps in applying for a job.
02.09 Write a job application letter based on the information in a job advertisement.

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02.10 Write an interview follow-up letter based on mock interview information.

02.11 Complete a job application form answering all questions using personal information without misspelling or cross outs ensuring neatness and legibility.

02.12 Identify the appropriate job interview attire for five different occupations.

03.0 ACCEPT EMPLOYMENT--The student will be able to:

03.01 Complete a social security card application using the student's personal information.

03.02 Complete current state and federal tax forms using personal information.

03.03 Write a letter of acceptance and a letter of rejection for a mock employment offer.

03.04 Complete an Employee's Withholding Allowance Certificate Form W-4 based on personal income/tax deduction information.

04.0 COMMUNICATE ON THE JOB--The student will be able to:

04.01 Communicate orally the explanation of folding an 8 1/2 x 11 inch sheet of paper to fit into a 4 1/4 x 9 1/2 inch letter envelope by the listener.

04.02 Demonstrate effective telephone etiquette by taking a written message from a telephone conversation to include name of caller, time, date, purpose of call, and return number.

04.03 Identify five uses of body language in a typical business situation including facial and body gestures and describe what message is being communicated and provide an explanation of that message.

04.04 Prepare a written communication used in business by typing or handwriting a memorandum in block format and error free.

04.05 Follow written directions by tracing a route from Point "A" to Point "B" on a state map.

04.06 Ask questions about a task after an on-the-job observation of a job position is completed.

05.0 MAINTAIN PROFESSIONALISM--The student will be able to:

05.01 Identify company dress and appearance standards and describe in a written outline the personal actions to be taken in order to comply with company dress and appearance standards.

05.02 Identify and define five work related terms for a job position of interest and discuss the purpose and function of each work related term in a group presentation.

05.03 Develop a checklist as a team on how to treat people with respect by listing ethical, social, and legal responsibilities that an employer has for new employees.

06.0 ADAPT AND COPE WITH CHANGE--The student will be able to:

06.01 Exhibit ability to handle stress by reenacting a stressful situation before a group and citing two benefits to reducing stress.

06.02 Recognize need to change or quit a job by listing and explaining two benefits and two negative outcomes that occur from adjusting to the work situation and quitting the job.

06.03 Write a letter of resignation to include appreciative opening, body of letter stating reason for leaving, statement of planned termination date, and a cordial closing.

07.0 SOLVE PROBLEMS AND CRITICAL THINKING--The student will be able to:

07.01 Identify a business related problem, identify the source and explain why the problem exists.

07.02 Identify two long term goals and three short term goals to be accomplished by solving the stated problem and the purpose of each goal.

07.03 Identify three alternative solutions to the problem, one impact of each solution, two sources of information, and the solution that best solves the problem.

07.04 Employ reasoning skills with a problem and two solutions with two pros and two cons for each solution, and the best solution of the two identified.

07.05 Evaluate options that best solve the problem and explain why a particular option was the best for solving the problem.

07.06 Prioritize six tasks in three situations and justify the reasons for prioritization.

07.07 Select and implement a solution to a problem by identifying the steps for the selected option.

07.08 Evaluate results of implemented option by citing three benefits of the implemented option and why the problem was solved in this way.

08.0 MAINTAIN A SAFE AND HEALTHY WORK ENVIRONMENT--The student will be able to:

08.01 Research and verbally report on a sample company's procedures for maintaining a safe work environment.

08.02 Research and verbally report on the American Red Cross Procedures for basic first aid.

08.03 Demonstrate the knowledge of equipment in the work place by identifying five tools and/or equipment used in a job and how the tools and/or equipment are operated and maintained.

08.04 Identify conservation and environmental practices and policies in a sample company.

08.05 Identify the emergency procedures for fire, tornado and earthquake and emergency phone numbers of a sample work site.

09.0 DEMONSTRATE WORK ETHICS AND BEHAVIOR--The student will be able to:

09.01 Allocate good time management by completing a time management worksheet and interview an employer to identify, prioritize, and justify five daily work activities.

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09.02 Write a one page paper expressing your views on the value of assuming responsibility for decisions and actions in the workplace.

09.03 Determine three ways to display work pride and explain how each display exhibits work pride.

09.04 Interpret five ways an employer expects employees to demonstrate initiative.

09.05 Explain three actions that demonstrate the willingness to learn and identify one benefit for taking such actions.

09.06 Analyze five benefits for maintaining regular attendance in the work place and five consequences of failing to maintain regular attendance on the job.

09.07 Define "ethics" as it applies to the workplace and explain three work environment situations where ethical judgement needs to be applied in each situation.

10.0 DEMONSTRATE TECHNOLOGICAL LITERACY--The student will be able to:

10.01 Select an industry and identify one technological change affecting that industry either now or in the near future and interpret one positive and one negative outcome of the change.

11.0 MAINTAIN INTERPERSONAL RELATIONSHIPS--The student will be able to:

11.01 Interview a supervisor in a business of interest to identify how individual diversity in workers can benefit that business and outline the findings.

11.02 Identify three sources of praise and three sources of criticism and how you would respond to each source.

11.03 Write a one page paper stating your views on the value of channeling and controlling emotional reactions in the workplace.

11.04 Read an article on "conflict resolution" and apply one technique learned to a simulated work related problem and present orally.

11.05 List two examples of positive work attitudes and one example of negative work attitudes.

11.06 Read an article on "sexual harassment in the workplace" and in a team setting organize a "do's and don'ts" guideline for a healthy business environment.

12.0 DEMONSTRATE LEADERSHIP AND TEAM WORK--The student will be able to:

12.01 Determine two advantages and two disadvantages for each of three styles of leadership.

12.02 List two ways in which team members can work together, two benefits of working as a team, and two consequences of not working as a team.

July 1997

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Cooperative Diversified Education - OJT
Occupational Area: Diversified Education

	Secondary	PSAV
Program Numbers	**8300420**	**D886200**
CIP Number	1098.8620CP	1098.8620CP
Grade Level	9-12, 30, 31	30, 31
Length	Multiple credits	Multiple hours
Certification	COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC $7 ANY VOCATIONAL FIELD OR COVERAGE/ TC COOP ED E G	COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC $7 ANY VOCATIONAL FIELD OR COVERAGE/ TC COOP ED E G

I. **MAJOR CONCEPTS/CONTENT:**

The purpose of this program is to provide students with competencies developed through paid supervised on-the-job training related to instruction in job preparatory programs. This method of delivery is not intended for supplemental vocational course instruction and shall not be claimed for supplemental FTE purposes.

Supervised on-the-job training provides opportunities for selective placement based only on the student's job preparatory program, and the development and evaluation of occupational competencies. Job related classroom instruction must have been provided in a job preparatory program for a minimum of one semester prior to enrollment in the Cooperative Diversified Education Program (or the student must be presently enrolled in a job preparatory program.) Technology Education Programs and Work Experience Programs are not job preparatory programs.

II. **LABORATORY ACTIVITIES:**

Laboratory activities and job experiences are an integral part of this program. Supervised on-the-job training, governed by a training agreement and an individualized training plan signed by the employer, teacher, and student, is used to enable the student to attain the competencies required for the selected occupation. The training plan shall include a list of on-the-job and in-school learning experiences.

III. **SPECIAL NOTE:** Any Vocational Student Organization is the appropriate vocational student organization for providing leadership training and for reinforcing specific vocational skills. Vocational Student Organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.064, FAC.

Each student job placement must be directly related to the job preparatory program in which the student is or was enrolled.

The coordinator will visit each training agency and observe each student a minimum of once and also conduct a second appropriate contact during each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

It is recommended that for every fifteen students (or portion thereof) enrolled in the Cooperative Diversified Education program, the teacher coordinator be given a minimum of one hour of OJT-coordination release time per day so that he or she can visit students on the job to manage the cooperative method of instruction effectively.

IV. **INTENDED OUTCOMES**: After successfully completing this program, the student will be able to:

01.0 Demonstrate competencies in a specific career.
02.0 Demonstrate legal and ethical behavior within the role and scope of specific job resonsibilities.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Cooperative Diversified Education - OJT
Secondary Number: 8300420
Postsecondary Number: D886200

01.0 DEMONSTRATE COMPETENCIES IN A SPECIFIC CAREER--The student will be able to:

- 01.01 Exhibit effective workplace safety practices including use of protective devices.
- 01.02 Display an acceptable level of production and quality control as it relates to the student's occupation.
- 01.03 Demonstrate effective written and oral communication skills when interacting with employers, customers, and co-workers.
- 01.04 Demonstrate decision making and problem solving processes and techniques used in the workplace.
- 01.05 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.
- 01.06 Demonstrate an understanding of the company vision and mission statements.

02.0 DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR WITHIN THE ROLE AND SCOPE OF SPECIFIC JOB RESPONSIBILITIES--The student will be able to:

- 02.01 Demonstrate legal and ethical behavior within the scope of job responsibilities.
- 02.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns.
- 02.03 Follow policies and procedures affecting the safety, health, and well being of all members in a workplace setting.
- 02.04 Exhibit behavior supporting and promoting cultural ethnic diversity.
- 02.05 Recognize and report signs of substance abuse.
- 02.06 Demonstrate interpersonal skills which enhance team productivity and foster positive work ethics.

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Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Diversified Cooperative Training
Occupational Area: Diversified Education

	Secondary	PSAV
Program Numbers	**8303000**	**D886100**
CIP Number	1098.8610CP	1098.8610CP
Grade Level	9-12, 30, 31	30, 31
Length	Multiple credits COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC $7 ANY VOCATIONAL FIELD OR COVERAGE/ TC COOP ED E G	Multiple hours COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC $7 ANY VOCATIONAL FIELD OR COVERAGE/ TC COOP ED E G

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to provide students with "student-centered" (as opposed to "teacher-centered") selected occupational skills through employment related instruction and paid, on-the-job training supervised by the employer and teacher/coordinator. This method of delivery is not intended for supplemental vocational course instruction and shall not be claimed for supplemental FTE purposes.

Employment related instruction is in-school instruction which develops competencies in health, safety, and environmental issues; professional, legal, and ethical issues; finance; leadership skills; communication skills; labor and human resource issues; economics; entrepreneurship; career planning; underlying principles of technology; management; and technical and production skills. Also, supervised on-the-job training provides opportunities for planned instructional activities and student evaluations in a specified job setting. A student may not enroll in DCT-OJT (8300410) without previous completion or concurrent enrollment in either DCT 1 or DCT 2. The student must be paid for work performed.

Listed below is the sequence of courses and two occupational completion points that comprise this program when offered at the secondary level:

8303010 Diversified Cooperative Training 1
8303020 Diversified Cooperative Training 2
8300410 Diversified Cooperative Training - OJT
(OCCUPATIONAL COMPLETION POINT - DATA CODE: **See** *Vocational and Applied Technology Data Base Handbook - 1997-98 School Year - Appendix S)*

8303030 Diversified Career Technology Management
(OCCUPATIONAL COMPLETION POINT - DATA CODE: **See** *Vocational and Applied Technology Data Base Handbook - 1997-98 School Year - Appendix S)*

IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to perform the following:

OCCUPATIONAL COMPLETION POINT - DATA CODE: (**See** *Vocational and Applied Technology Data Base Handbook - 1997-98 School Year - Appendix S)*

01.0 Demonstrate employability skills.
02.0 Demonstrate knowledge of environmental, health, and safety issues.
03.0 Demonstrate an understanding of professional, legal, and ethical responsibilities.
04.0 Demonstrate knowledge of financial skills.
05.0 Demonstrate knowledge of leadership skills.
06.0 Demonstrate proficiency in communication skills.
07.0 Demonstrate knowledge of human resources and labor issues.
08.0 Demonstrate an understanding of American economic principles.
09.0 Demonstrate the ability to relate planning methods to life and career goals.
10.0 Demonstrate an understanding of industry principles of technology in the workplace.
11.0 Demonstrate an understanding of how industries are managed.
12.0 Apply employability strategies to the workplace.
13.0 Apply knowledge of environmental, health, and safety issues.
14.0 Apply knowledge of professional, legal, and ethical responsibilities.
15.0 Apply financial management skills.
16.0 Apply leadership skills.
17.0 Apply written and verbal communication skills.
18.0 Analyze the social, legal, and economic aspects of employment.
19.0 Demonstrate an understanding of international economic principles.
20.0 Demonstrate an understanding of entrepreneurship principles.
21.0 Apply decision-making skills to life and career goals.
22.0 Assess employability skills as they relate to life and career goals.
23.0 Demonstrate proficiency in applying technical skills.
24.0 Demonstrate knowledge of the functions of management.
38.0 Demonstrate competencies in a specific career.
39.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities.

OCCUPATIONAL COMPLETION POINT - DATA CODE: (**See** *Vocational and Applied Technology Data Base Handbook - 1997-98 School Year - Appendix S)*

25.0 Implement employability (human resource) activities.
26.0 Implement environmental, health, and safety activities.
27.0 Implement an understanding of professional, legal, and ethical workplace responsibilities.
28.0 Implement financial planning strategies.
29.0 Demonstrate performance of leadership skills.
30.0 Implement communication skills.
31.0 Demonstrate an understanding of labor and human resource issues related to the workplace.
32.0 Identify and analyze global and economic issues.

33.0 Prepare a business plan.
34.0 Demonstrate managerial/supervisory uses of technology.
35.0 Analyze the five functions of management.
36.0 Analyze the role of the manager.
37.0 Demonstrate knowledge of technical and production skills.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Diversified Cooperative Training
Secondary Number: 8303000
Postsecondary Number: D886100

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

01.01 Identify resources used in a job search.
01.02 Identify the standards of dress and grooming for an employment interview.
01.03 Identify the steps in the job application process.
01.04 Identify and complete documents that are required when applying for a job (e.g., application, W-4 form).
01.05 Prepare a resume, letter of application, follow-up letter, acceptance/rejection letter, and letter of resignation.
01.06 Demonstrate effective interviewing skills.
01.07 Identify positive work attitudes and behaviors.
01.08 Describe and apply the importance of producing quality work and meeting performance standards.
01.09 Describe state and federal labor laws that regulate the workplace (e.g., sexual harassment, EEOC, ADA, FMLA).
01.10 Explain the chain of command as shown on an organization chart and the role of management.
01.11 Identify qualities typically required for promotion.
01.12 Identify how to prepare for job separation and re-employment.

02.0 DEMONSTRATE KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:

02.01 Identify health and safety regulatory agencies responsible for governing the work environment.
02.02 Describe the importance of complying with federal, state, and local agency regulations.
02.03 Identify types of hazards in the workplace.
02.04 Describe types of personal protective equipment.
02.05 Describe necessary emergency exit activities.
02.06 Identify hazardous chemicals and their characteristics.
02.07 Define the meaning of "drug-free workplace."
02.08 Identify causes of accidents on the job, e.g., human error.
02.09 Identify routine security precautions in the workplace.
02.10 Identify basic safety training techniques.

03.0 DEMONSTRATE AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:

03.01 Describe codes of professional/business conduct in the workplace.
03.02 Identify ways to work cooperatively in various settings with diverse populations.
03.03 Explain the importance of self-control when minimum direction and supervision are given.

03.04 Explain the concepts of integrity, credibility, and reliability.
03.05 Identify and define gender equity.
03.06 Understand the need for adhering to schedules and deadlines.
03.07 Define ethics and describe several ethical situations that could arise within a school or workplace setting.
03.08 Identify and define friendliness, adaptability, empathy, and politeness as it relates to group settings.
03.09 Identify key ways a company can benefit its community.
03.10 Describe the importance of providing for the access needs of the physically challenged.

04.0 DEMONSTRATE KNOWLEDGE OF FINANCIAL SKILLS--The student will be able to:

04.01 Analyze and compute gross pay, net pay, and specific payroll deductions.
04.02 Compare different methods of monetary compensation (e.g., salary vs hourly).
04.03 Prepare a budget based on income and expenses.
04.04 Describe the importance of good personal financial planning.
04.05 Evaluate various investment opportunities.
04.06 Prepare a federal income tax form.
04.07 Describe a checkbook balance/a monthly bank statement.
04.08 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales).

05.0 DEMONSTRATE KNOWLEDGE OF LEADERSHIP SKILLS--The student will be able to:

05.01 Describe the qualities of an effective leader.
05.02 Describe different types of leadership.
05.03 Identify opportunities available for development of leadership skills.
05.04 Demonstrate the use of parliamentary procedure.
05.05 Identify purposes and functions of professional and student organizations.
05.06 Identify roles and responsibilities of organization members.
05.07 Develop a list of qualities necessary for being an effective team player.
05.08 Work cooperatively within a group to achieve organizational goals.

06.0 DEMONSTRATE PROFICIENCY IN COMMUNICATION SKILLS--The student will be able to:

06.01 Explain the importance of effective written and verbal communication.
06.02 Read and comprehend written communications.
06.03 Compare and contrast different forms of written business communication as utilized in the workplace.
06.04 Identify and utilize methods to improve oral communication skills.
06.05 Prepare and deliver an introductory speech to an audience.
06.06 Identify and utilize methods to improve listening strategies.
06.07 Identify means of nonverbal communication.

06.08 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages
06.09 Demonstrate the ability to listen to and follow directions.
06.10 Demonstrate effective negotiation skills.

07.0 DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES--The student will be able to:

07.01 Describe the importance of a written job description.
07.02 Describe various work schedules (e.g., flex scheduling).
07.03 Describe the use of teams in the workplace to increase productivity and product quality.
07.04 Identify and discuss the role of the employee as a team member in the workplace.
07.05 Describe employee recognition systems for individuals and teams.
07.06 List differences between being a self-employed worker and a worker employed by a company.
07.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day.

08.0 DEMONSTRATE AN UNDERSTANDING OF AMERICAN ECONOMIC PRINCIPLES--The student will be able to:

08.01 Describe the free enterprise economic system.
08.02 Describe the way in which the government is involved in our economy.
08.03 Describe the circular flow of economic activity.
08.04 Identify and describe the economic aspects of employment.
08.05 Identify environmental and social problems associated with economic growth.
08.06 Identify the effects of supply and demand on the economy.
08.07 Describe the elements and implications of the consumer price index (CPI).
08.08 Analyze and discuss Social Security's role in our economic system.
08.09 Discuss the impact of the stock market on the economy.
08.10 Describe the regulatory role of various federal, state, and and local agencies.

9.0 DEMONSTRATE THE ABILITY TO RELATE PLANNING METHODS TO LIFE AND CAREER GOALS--The student will be able to:

09.01 Identify job skills required for career success.
09.02 Identify projected career opportunities for the 21st century.
09.03 Explain the relationship between life roles and job and career roles.
09.04 Differentiate between traditional and non-traditional career options.
09.05 Explain how changes in one's personal and professional life affect career decisions.
09.06 Explain the importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques.

09.07 Describe the importance of contributing special skills through volunteer work.
09.08 Describe the steps involved in planning for life and career goals.
09.09 Identify sources of career information.
09.10 Complete and analyze a personal traits inventory and use the results to select a career goal.

10.0 DEMONSTRATE AN UNDERSTANDING OF INDUSTRY PRINCIPLES OF TECHNOLOGY IN THE WORKPLACE--The student will be able to:

10.01 Describe the key characteristics of technology used in the workplace.
10.02 Identify applications of technology within the workforce.
10.03 Demonstrate an awareness of emerging technologies and market trend changes.
10.04 Identify ethical issues involving the use of technology.
10.05 Describe the importance of acquiring and analyzing information effectively and making sound decisions.
10.06 Describe the importance of cross-training.

11.0 DEMONSTRATE AN UNDERSTANDING OF HOW INDUSTRIES ARE MANAGED--The student will be able to:

11.01 Identify how a corporate "chain of command" works.
11.02 Describe the significance of a company's "corporate culture."
11.03 Describe how a company organizes its departments.
11.04 List typical ways company departments communicate.
11.05 Cite examples of how a worker adjusts to different management styles.
11.06 Cite an example of how a company is dependent upon the local and national economy.
11.07 Describe the importance of achieving internal and external customer satisfaction.
11.08 Identify examples of how cultural diversity can affect the workplace.
11.09 List reasons why written policies are needed in the workplace.
11.10 Describe how the impact of a company's marketing efforts affect its employees.

12.0 APPLY EMPLOYABILITY STRATEGIES TO THE WORKPLACE--The student will be able to:

12.01 Develop a detailed strategy for applying for a job in a specific career.
12.02 Create a portfolio of employment opportunities for a specific career (e.g., newspaper, www, magazines).
12.03 Create a portfolio of documents for job placement (e.g., resume, letters of recommendation, employer evaluations, etc.).
12.04 Explain the importance of understanding corporate policy.

13.0 APPLY KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:

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13.01 Demonstrate knowledge of types of industrial wastestreams and treatments (e.g., air emissions, hadardous wastes, recycling programs).
13.02 Analyze the safety and health precautions of a business.
13.03 Identify potentially hazardous situations and apply appropriate solutions.
13.04 Develop an action plan for participating in a health and recreation program.
13.05 Explain the importance of CPR and emergency first aid training.

14.0 APPLY KNOWLEDGE OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:

14.01 Analyze and discuss codes of ethics for a workplace.
14.02 Describe self-management techniques in both work and life roles.
14.03 Describe methods used to encourage both ethics and social responsibility in an organization.
14.04 Describe why the public's perception of a company is important.
14.05 Report on a legal issue regarding a violation of ethical behavior using a current resource.
14.06 Identify an example of how a political organization can impact how a company operates.
14.07 Describe the importance of an EAP (Employee Assistance Program).

15.0 APPLY FINANCIAL MANAGEMENT SKILLS--The student will be able to:

15.01 Identify and analyze various financial data located in current publications.
15.02 Compute and discuss a variety of business-related financial calculations (e.g., payroll, interest rates, profit margins, etc.).
15.03 Develop a cash flow projection of personal income and expenses.
15.04 Identify various types of contracts (e.g., lease agreement, contract for purchase of real estate, bank loan application).
15.05 Demonstrate knowledge of investing via a simulation activity (e.g., stocks, real estate, collectibles).
15.06 Identify the types of insurance applicable to the workplace and the individual.
15.07 Describe the importance of accounting in a business.
15.08 Describe the advantages and disadvantages to a business of granting credit.

16.0 APPLY LEADERSHIP SKILLS--The student will be able to:

16.01 Create and communicate a vision for a student organization and what it should accomplish.
16.02 Demonstrate the ability to use creative problem solving.
16.03 Demonstrate effective team building skills.
16.04 Demonstrate respect for the opinions, customs, and individual differences of others.
16.05 Participate in a community service project.
16.06 Develop a public relations strategy to communicate the positive community impact of cooperative education.

17.0 APPLY WRITTEN AND VERBAL COMMUNICATION SKILLS--The student will be able to:

17.01 Compose a business letter and a memorandum.
17.02 Design a personal and business letterhead.
17.03 Interview and prepare a vitae of a community leader or business person.
17.04 Evaluate a speech or sales presentation, identifying effective communication techniques.
17.05 Identify obstacles to communication.
17.06 Deliver a speech using visual aids.

18.0 ANALYZE THE SOCIAL, LEGAL AND ECONOMIC ASPECTS OF EMPLOYMENT--The student will able to:

18.01 Analyze lifestyle as it relates to career choice.
18.02 Describe training and development programs available in the workplace.
18.03 Demonstrate an understanding of the business environment (e.g., corporate culture, goals, values).
18.04 Describe the importance of cultural sensitivity.
18.05 Define, compare, and contrast several company policies regarding raises and promotions.
18.06 Contrast roles and responsibilities of the union-member employee and the non-union member manager.
18.07 Explain the roles of worker productivity, downsizing, rightsizing, outsourcing, contract employment, etc., in terms of recent trends in employment.
18.08 Analyze the current labor market, its structure, its constituents, its level of unemployment and underemployment.
18.09 Define risk management in terms of employer liability.
18.10 Describe the differences between today's typical employee benefit package from that of 50 years ago.
18.11 Discuss the collective bargaining process and the issues negotiated between management and labor.

19.0 DEMONSTRATE AN UNDERSTANDING OF INTERNATIONAL ECONOMIC PRINCIPLES--The student will be able to:

19.01 List, describe, and compare the characteristics of selected global economic systems.
19.02 List, describe, and compare the characteristics of diverse cultures and their impact on business.
19.03 Identify reasons for and methods of promoting international trade.
19.04 Explain the importance of balance of trade.

20.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP PRINCIPLES--The studentwill able to:

20.01 Define entreprenurship and explain its importance in the private free enterprise system.
20.02 Identify various types of business ownership and list the advantages and disadvantages of each.

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20.03 Identify and discuss the personality traits and abilities of a successful entrepreneur (e.g., versatility, adaptability).
20.04 Interpret the meaning of achievement motivation and the importance of independence to the entrepreneur.
20.05 Describe the role and function of management in business.
20.06 Identify the risks affecting the entrepreneur.
20.07 Identify the steps necessary to start a business (e.g., evaluate need, site selection, marketing plan, financial plan, management plan).
20.08 Explain the necessity of a sound business plan to the entrepreneur.
20.09 Identify resources available to assist the new entrepreneur such as the Small Business Administration (SBA).
20.10 Compare business failure/success rates in different industries.

21.0 APPLY DECISION-MAKING SKILLS TO LIFE AND CAREER GOALS--The student will be able to:

21.01 Prepare a five-year personal career development plan.
21.02 Prepare a five paragraph essay on a specific career.

22.0 ASSESS EMPLOYABILITY SKILLS AS THEY RELATE TO LIFE AND CAREER GOALS--The student will able to:

22.01 Interview and create a report on the career goals of an entry-level and a managerial employee.
22.02 Analyze the relationship between career planning and goal attainment.
22.03 Shadow a professional in a specific career.
22.04 Maintain a journal on specific career-related experiences.

23.0 DEMONSTRATE PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

23.01 Prepare a document using database software.
23.02 Prepare a document using spreadsheet software.
23.03 Produce a report which includes graphs, charts, and/or tables.
23.04 Evaluate a specific company's policy regarding the security involved for computerized data.
23.05 Compare and contrast emerging technologies.

24.0 DEMONSTRATE KNOWLEDGE OF THE FUNCTIONS OF MANAGEMENT--The student will be able to:

24.01 Describe the differences between horizontally and vertically (traditionally) organized companies.
24.02 Differentiate between the roles and responsibilities of top of top executives and those of lower-level managers.
24.03 Explain how a self-managing team interacts in manufacturing and service corporations (e.g., marketing, operations, finance, and human resources).
24.05 Name and define the functions of management (e.g., planning, organizing, staffing, directing, and controlling).
24.06 Analyze management techniques used by effective managers.

24.07 Identify and discuss various employee motivational programs currently available.
24.08 Explain how motivation, leadership, and communication influence people within an organization.
24.09 Describe methods used in training and development.
24.10 Discuss the importance of a manager's philosophy of management in creating a work environment.
24.11 Discuss the role and importance of a performance appraisal.
24.12 Identify key components of a company's "mission statement".

25.0 IMPLEMENT EMPLOYABILITY (HUMAN RESOURCE) ACTIVITIES--The student will be able to:

25.01 Network with individuals in a specific career field and report findings.
25.02 Prepare a classified ad for an entry-level and a managerial level position.
25.03 Write a job description and list the responsibilities of an entry-level position and a managerial position.
25.04 Develop a list of criteria to evaluate applicant resumes.
25.05 Prepare a form letter for a specific business listing application procedures for employment.
25.06 Create a list of interview questions for an entry-level position and a managerial-level position.
25.07 Create an evaluation measurement tool to be used to rate applicants.
25.08 Develop a company policy outlining dress and grooming standards.
25.09 Create an evaluation form to rate employee performance.

26.0 IMPLEMENT ENVIRONMENTAL, HEALTH, AND SAFETY ACTIVITIES--The student will be able to:

26.01 Develop safety procedures for a small business.
26.02 Create a safety checklist for a specific business.
26.03 Create a map designating emergency exits for a business.
26.04 Develop an evacuation plan for a business.

27.0 IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL WORKPLACE RESPONSIBILITIES--The student will be able to:

27.01 Develop a code of ethics for a workplace.
27.02 Develop an outline explaining the role of an EAP (Employee Assistance Program) representative and list the services he/she provides.

28.0 IMPLEMENT FINANCIAL PLANNING STRATEGIES--The student will be able to:

28.01 Prepare an analysis of a current business utilizing its annual report.
28.02 Identify sources of funding for a business.
28.03 Describe how a company estimates and bids for a contract.
28.04 Describe the importance of cost containment in a company.
28.05 Evaluate insurance needs for a specific business.

29.0 DEMONSTRATE PERFORMANCE OF LEADERSHIP SKILLS--The student will be able to:

29.01 Plan, implement, and evaluate a fund raising event.
29.02 Develop, implement, and evaluate a public relations project (e.g., student organization function, school-wide project, community project, etc.).

30.0 IMPLEMENT COMMUNICATION SKILLS--The student will be able to:

30.01 Prepare, deliver, and have videotaped a speech given to an audience for the purpose of improving performance.
30.02 Create a video tape program (e.g., welcoming new employees, training policies, etc.).
30.03 Create a measurement tool for evaluating telephone communications.
30.04 Develop a company policy regarding employee use of business telecommunications (e.g., fax, E-mail).
30.05 Prepare and deliver a presentation to a community organization, (e.g., school board, chamber of commerce).
30.06 Demonstrate competency in telecommunications, (e.g., E-mail, internet).
30.07 Prepare and deliver an effective sales presentation.

31.0 DEMONSTRATE AN UNDERSTANDING OF LABOR AND HUMAN RESOURCE ISSUES RELATED TO THE WORKPLACE--The student will be able to:

31.01 Design an employee compensation schedule and benefits package.
31.02 Compute the economic value of a company paid benefit package.
31.03 Create a job rotation schedule for a specific company.
31.04 Develop a mission statement for a company.

32.0 IDENTIFY AND ANALYZE GLOBAL AND ECONOMIC ISSUES--The student will be able to:

32.01 Analyze current events concerning issues relevant to international business.
32.02 Compute the exchange rates and buying power of various foreign currencies.
32.03 Explain the impact of aging populations in Western countries and rapidly growing populations in developing countries.
32.04 Discuss the economic effect of the rate of growth in developed and developing nations.
32.05 Explain the movement toward globalization and the reasons behind this economic trend.

33.0 PREPARE A BUSINESS PLAN--The student will be able to:

33.01 Design a marketable product or service.
33.02 Develop a marketing management plan.
33.03 Develop a personnel management plan.
33.04 Develop a financial management plan.
33.05 Develop an executive summary.

34.0 DEMONSTRATE MANAGERIAL/SUPERVISORY USES OF TECHNOLOGY--The student will be able to:

34.01 Demonstrate the uses of electronic equipment to communicate instructions to employees.
34.02 Demonstrate the uses of electronic equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer, etc.).
34.03 Research and compare currently available software packages.
34.04 Create an employee database to be used for scheduling and payroll.
34.05 Create a customer/client database (e.g., mail merge, labels, etc).
34.06 Create a newsletter using an integrated software package.
34.07 Create a presentation utilizing a multimedia software package.
34.08 Demonstrate methods of using trouble shooting techniques for technology-related problems.

35.0 ANALYZE THE FIVE FUNCTIONS OF MANAGEMENT--The student will be able to:

35.01 Identify and describe the steps in the planning process.
35.02 Define Management by Objectives (MBO).
35.03 Develop an organization chart to illustrate line and staff relationships.
35.04 Identify how to plan personnel needs and how to find employees for specific positions.
35.05 Describe the responsibilities for selecting, training, and appraising employees.
35.06 Identify steps for avoiding difficulties resulting from delegation.
35.07 Define the principles of "chain of command" and "span of control."
35.08 Justify the importance of accountability.

36.0 ANALYZE THE ROLE OF THE MANAGER--The student will be able to:

36.01 Evaluate one theory of management and discuss its implementation in a particular workplace.
36.02 Develop an outline explaining the role of the manager in conflict management.
36.03 Design a potential management conflict resolution strategy for a specific workplace problem.
36.04 Develop an employee motivational program for an organization.
36.05 Evaluate the effect of profit and loss on a business and how it affects the manager's productivity rating.
36.06 Explain Total Quality Management (TQM) and the strategy of continuous improvement.
36.07 Differentiate between data processing and management information systems (MIS).

37.0 DEMONSTRATE KNOWLEDGE OF TECHNICAL AND PRODUCTION SKILLS--The student will be able to:

37.01 Determine costs, time, and resources needed to complete a task within the workplace.
37.02 Demonstrate the ability to obtain technical information.
37.03 Cite an example of a job that is inter-related with another job.
37.04 Analyze a "quality improvement process" for labor and/or equipment.

38.0 DEMONSTRATE COMPETENCIES IN A SPECIFIC CAREER--The student will able to:

38.01 Exhibit effective workplace safety practices including use of protective devices.
38.02 Display an acceptable level of production and quality control as it relates to the student's occupation.
38.03 Demonstrate effective written and oral communication skills when interacting with employers, customers, and co-workers.
38.04 Demonstrate decision making and problem solving processes and techniques used in the workplace.
38.05 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.
38.06 Demonstrate an understanding of the company vision and mission statements, and goals.
38.07 Demonstrate an understanding of a company's products and services.

39.0 DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR WITHIN THE ROLE AND SCOPE OF SPECIFIC JOB RESPONSIBILITIES--The student will be able to:

39.01 Demonstrate legal and ethical behavior within the scope of job responsibilities.
39.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns.
39.03 Follow policies and procedures affecting the safety, health, and well being of all members in a workplace setting.
39.04 Exhibit behavior supporting and promoting cultural ethnic diversity.
39.05 Recognize and report signs of substance abuse.
39.06 Demonstrate interpersonal skills which enhance team productivity and foster positive work ethics.
39.07 Identify the job tasks that must be performed in the specified occupation (training plan).
39.08 Maintain appropriate employment records(e.g., time cards).

Program: 8303000 Diversified Cooperative Training

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8303010
Course Title: Diversified Cooperative Training 1
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to enable each student to demonstrate employability skills; environmental, health, and safety issues; professional, legal, and ethical responsibilities; financial skills; leadership skills; communication skills; human resources and labor issues; America's economic principles; entrepreneurship principles; planning methods to life and career goals; and industry/technology principles in the workplace. There is not an Occupational Completion Point after the completion of this course.

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Identify resources used in a job search.
- 01.02 Identify the standards of dress and grooming for an employment interview.
- 01.03 Identify the steps in the job application process.
- 01.04 Identify and complete documents that are required when applying for a job (e.g., application, W-4 form).
- 01.05 Prepare a resume, letter of application, follow-up letter, acceptance/rejection letter, and letter of resignation.
- 01.06 Demonstrate effective interviewing skills.
- 01.07 Identify positive work attitudes and behaviors.
- 01.08 Describe and apply the importance of producing quality work and meeting performance standards.
- 01.09 Describe state and federal labor laws that regulate the workplace (e.g., sexual harassment, EEOC, ADA, FMLA).
- 01.10 Explain the chain of command as shown on an organization chart and the role of management.
- 01.11 Identify qualities typically required for promotion.
- 01.12 Identify how to prepare for job separation and re-employment.

02.0 DEMONSTRATE KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:

- 02.01 Identify health and safety regulatory agencies responsible for governing the work environment.
- 02.02 Describe the importance of complying with federal, state, and local agency regulations.
- 02.03 Identify types of hazards in the workplace.
- 02.04 Describe types of personal protective equipment.
- 02.05 Describe necessary emergency exit activities.
- 02.06 Identify hazardous chemicals and their characteristics.
- 02.07 Define the meaning of "drug-free workplace."
- 02.08 Identify causes of accidents on the job, e.g., human error.
- 02.09 Identify routine security precautions in the workplace.

02.10 Identify basic safety training techniques.

03.0 DEMONSTRATE AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:

03.01 Describe codes of professional/business conduct in the workplace.
03.02 Identify ways to work cooperatively in various settings with diverse populations.
03.03 Explain the importance of self-control when minimum direction and supervision are given.
03.04 Explain the concepts of integrity, credibility, and reliability.
03.05 Identify and define gender equity.
03.06 Understand the need for adhering to schedules and deadlines.
03.07 Define ethics and describe several ethical situations that could arise within a school or workplace setting.
03.08 Identify and define friendliness, adaptability, empathy, and politeness as it relates to group settings.
03.09 Identify key ways a company can benefit its community.
03.10 Describe the importance of providing for the access needs of the physically challenged.

04.0 DEMONSTRATE KNOWLEDGE OF FINANCIAL SKILLS--The student will be able to:

04.01 Analyze and compute gross pay, net pay, and specific payroll deductions.
04.02 Compare different methods of monetary compensation (e.g., salary vs hourly).
04.03 Prepare a budget based on income and expenses.
04.04 Describe the importance of good personal financial planning.
04.05 Evaluate various investment opportunities.
04.06 Prepare a federal income tax form.
04.07 Describe a checkbook balance/a monthly bank statement.
04.08 Perform mathematical calculations appropriate to a specific occupation (e.g., ratios, proportions, scales).

05.0 DEMONSTRATE KNOWLEDGE OF LEADERSHIP SKILLS--The student will be able to:

05.01 Describe the qualities of an effective leader.
05.02 Describe different types of leadership.
05.03 Identify opportunities available for development of leadership skills.
05.04 Demonstrate the use of parliamentary procedure.
05.05 Identify purposes and functions of professional and student organizations.
05.06 Identify roles and responsibilities of organization members.
05.07 Develop a list of qualities necessary for being an effective team player.
05.08 Work cooperatively within a group to achieve organizational goals.

06.0 DEMONSTRATE PROFICIENCY IN COMMUNICATION SKILLS--The student will be able to:

06.01 Explain the importance of effective written and verbal communication.
06.02 Read and comprehend written communications.
06.03 Compare and contrast different forms of written business communication as utilized in the workplace.
06.04 Identify and utilize methods to improve oral communication skills.
06.05 Prepare and deliver an introductory speech to an audience.
06.06 Identify and utilize methods to improve listening strategies.
06.07 Identify means of nonverbal communication.
06.08 Demonstrate proper businesslike methods of placing/receiving telephone calls and recording telephone messages
06.09 Demonstrate the ability to listen to and follow directions.
06.10 Demonstrate effective negotiation skills.

07.0 DEMONSTRATE KNOWLEDGE OF HUMAN RESOURCES AND LABOR ISSUES--The student will be able to:

07.01 Describe the importance of a written job description.
07.02 Describe various work schedules (e.g., flex scheduling).
07.03 Describe the use of teams in the workplace to increase productivity and product quality.
07.04 Identify and discuss the role of the employee as a team member in the workplace.
07.05 Describe employee recognition systems for individuals and teams.
07.06 List differences between being a self-employed worker and a worker employed by a company.
07.07 Explain the change in the role and purpose of labor unions from their inception in the early 1900's to the present day.

08.0 DEMONSTRATE AN UNDERSTANDING OF AMERICAN ECONOMIC PRINCIPLES--The student will be able to:

08.01 Describe the free enterprise economic system.
08.02 Describe the way in which the government is involved in our economy.
08.03 Describe the circular flow of economic activity.
08.04 Identify and describe the economic aspects of employment.
08.05 Identify environmental and social problems associated with economic growth.
08.06 Identify the effects of supply and demand on the economy.
08.07 Describe the elements and implications of the consumer price index (CPI).
08.08 Analyze and discuss Social Security's role in our economic system.
08.09 Discuss the impact of the stock market on the economy.
08.10 Describe the regulatory role of various federal, state, and and local agencies.

9.0 DEMONSTRATE THE ABILITY TO RELATE PLANNING METHODS TO LIFE AND CAREER GOALS--The student will be able to:

09.01 Identify job skills required for career success.
09.02 Identify projected career opportunities for the 21st century.

09.03 Explain the relationship between life roles and job and career roles.
09.04 Differentiate between traditional and non-traditional career options.
09.05 Explain how changes in one's personal and professional life affect career decisions.
09.06 Explain the importance of updating occupational skills and knowledge through continued education and training and the use of learning-to-learn techniques.
09.07 Describe the importance of contributing special skills through volunteer work.
09.08 Describe the steps involved in planning for life and career goals.
09.09 Identify sources of career information.
09.10 Complete and analyze a personal traits inventory and use the results to select a career goal.

10.0 DEMONSTRATE AN UNDERSTANDING OF INDUSTRY PRINCIPLES OF TECHNOLOGY IN THE WORKPLACE--The student will be able to:

10.01 Describe the key characteristics of technology used in the workplace.
10.02 Identify applications of technology within the workforce.
10.03 Demonstrate an awareness of emerging technologies and market trend changes.
10.04 Identify ethical issues involving the use of technology.
10.05 Describe the importance of acquiring and analyzing information effectively and making sound decisions.
10.06 Describe the importance of cross-training.

11.0 DEMONSTRATE AN UNDERSTANDING OF HOW INDUSTRIES ARE MANAGED--The student will be able to:

11.01 Identify how a corporate "chain of command" works.
11.02 Describe the significance of a company's "corporate culture."
11.03 Describe how a company organizes its departments.
11.04 List typical ways company departments communicate.
11.05 Cite examples of how a worker adjusts to different management styles.
11.06 Cite an example of how a company is dependent upon the local and national economy.
11.07 Describe the importance of achieving internal and external customer satisfaction.
11.08 Identify examples of how cultural diversity can affect the workplace.
11.09 List reasons why written policies are needed in the workplace.
11.10 Describe how the impact of a company's marketing efforts affect its employees.

Program: 8303000 Diversified Cooperative Training

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8303020
Course Title: Diversified Cooperative Training 2
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to enable each student to apply environmental, health, and safety issues; professional, legal, and ethical responsibilities; financial management skills; leadership skills; social, legal, and economic aspects of employment; international economic principles; components of a business plan; decision-making skills to life and career goals; technical skills; and the functions of management.

12.0 APPLY EMPLOYABILITY STRATEGIES TO THE WORKPLACE--The student will be able to:

- 12.01 Develop a detailed strategy for applying for a job in a specific career.
- 12.02 Create a portfolio of employment opportunities for a specific career (e.g., newspaper, www, magazines).
- 12.03 Create a portfolio of documents for job placement (e.g., resume, letters of recommendation, employer evaluations, etc.).
- 12.04 Explain the importance of understanding corporate policy.

13.0 APPLY KNOWLEDGE OF ENVIRONMENTAL, HEALTH, AND SAFETY ISSUES--The student will be able to:

- 13.01 Demonstrate knowledge of types of industrial wastestreams and treatments (e.g., air emissions, hadardous wastes, recycling programs).
- 13.02 Analyze the safety and health precautions of a business.
- 13.03 Identify potentially hazardous situations and apply appropriate solutions.
- 13.04 Develop an action plan for participating in a health and recreation program.
- 13.05 Explain the importance of CPR and emergency first aid training.

14.0 APPLY KNOWLEDGE OF PROFESSIONAL, LEGAL, AND ETHICAL RESPONSIBILITIES--The student will be able to:

- 14.01 Analyze and discuss codes of ethics for a workplace.
- 14.02 Describe self-management techniques in both work and life roles.
- 14.03 Describe methods used to encourage both ethics and social responsibility in an organization.
- 14.04 Describe why the public's perception of a company is important.
- 14.05 Report on a legal issue regarding a violation of ethical behavior using a current resource.
- 14.06 Identify an example of how a political organization can impact how a company operates.

14.07 Describe the importance of an EAP (Employee Assistance Program).

15.0 APPLY FINANCIAL MANAGEMENT SKILLS--The student will be able to:

15.01 Identify and analyze various financial data located in current publications.
15.02 Compute and discuss a variety of business-related financial calculations (e.g., payroll, interest rates, profit margins, etc.).
15.03 Develop a cash flow projection of personal income and expenses.
15.04 Identify various types of contracts (e.g., lease agreement, contract for purchase of real estate, bank loan application).
15.05 Demonstrate knowledge of investing via a simulation activity (e.g., stocks, real estate, collectibles).
15.06 Identify the types of insurance applicable to the workplace and the individual.
15.07 Describe the importance of accounting in a business.
15.08 Describe the advantages and disadvantages to a business of granting credit.

16.0 APPLY LEADERSHIP SKILLS--The student will be able to:

16.01 Create and communicate a vision for a student organization and what it should accomplish.
16.02 Demonstrate the ability to use creative problem solving.
16.03 Demonstrate effective team building skills.
16.04 Demonstrate respect for the opinions, customs, and individual differences of others.
16.05 Participate in a community service project.
16.06 Develop a public relations strategy to communicate the positive community impact of cooperative education.

17.0 APPLY WRITTEN AND VERBAL COMMUNICATION SKILLS--The student will be able to:

17.01 Compose a business letter and a memorandum.
17.02 Design a personal and business letterhead.
17.03 Interview and prepare a vitae of a community leader or business person.
17.04 Evaluate a speech or sales presentation, identifying effective communication techniques.
17.05 Identify obstacles to communication.
17.06 Deliver a speech using visual aids.

18.0 ANALYZE THE SOCIAL, LEGAL AND ECONOMIC ASPECTS OF EMPLOYMENT--The student will be able to:

18.01 Analyze lifestyle as it relates to career choice.
18.02 Describe training and development programs available in the workplace.
18.03 Demonstrate an understanding of the business environment (e.g., corporate culture, goals, values).
18.04 Describe the importance of cultural sensitivity.

18.05 Define, compare, and contrast several company policies regarding raises and promotions.

18.06 Contrast roles and responsibilities of the union-member employee and the non-union member manager.

18.07 Explain the roles of worker productivity, downsizing, rightsizing, outsourcing, contract employment, etc., in terms of recent trends in employment.

18.08 Analyze the current labor market, its structure, its constituents, its level of unemployment and underemployment.

18.09 Define risk management in terms of employer liability.

18.10 Describe the differences between today's typical employee benefit package from that of 50 years ago.

18.11 Discuss the collective bargaining process and the issues negotiated between management and labor.

19.0 DEMONSTRATE AN UNDERSTANDING OF INTERNATIONAL ECONOMIC PRINCIPLES--The student will be able to:

19.01 List, describe, and compare the characteristics of selected global economic systems.

19.02 List, describe, and compare the characteristics of diverse cultures and their impact on business.

19.03 Identify reasons for and methods of promoting international trade.

19.04 Explain the importance of balance of trade.

20.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP PRINCIPLES--The studentwill able to:

20.01 Define entreprenurship and explain its importance in the private free enterprise system.

20.02 Identify various types of business ownership and list the advantages and disadvantages of each.

20.03 Identify and discuss the personality traits and abilities of a successful entrepreneur (e.g., versatility, adaptability).

20.04 Interpret the meaning of achievement motivation and the importance of independence to the entrepreneur.

20.05 Describe the role and function of management in business.

20.06 Identify the risks affecting the entrepreneur.

20.07 Identify the steps necessary to start a business (e.g., evaluate need, site selection, marketing plan, financial plan, management plan).

20.08 Explain the necessity of a sound business plan to the entrepreneur.

20.09 Identify resources available to assist the new entrepreneur such as the Small Business Administration (SBA).

20.10 Compare business failure/success rates in different industries.

21.0 APPLY DECISION-MAKING SKILLS TO LIFE AND CAREER GOALS--The student will be able to:

21.01 Prepare a five-year personal career development plan.

21.02 Prepare a five paragraph essay on a specific career.

22.0 ASSESS EMPLOYABILITY SKILLS AS THEY RELATE TO LIFE AND CAREER GOALS--The student will able to:

22.01 Interview and create a report on the career goals of an entry-level and a managerial employee.
22.02 Analyze the relationship between career planning and goal attainment.
22.03 Shadow a professional in a specific career.
22.04 Maintain a journal on specific career-related experiences.

23.0 DEMONSTRATE PROFICIENCY IN APPLYING TECHNICAL SKILLS--The student will be able to:

23.01 Prepare a document using database software.
23.02 Prepare a document using spreadsheet software.
23.03 Produce a report which includes graphs, charts, and/or tables.
23.04 Evaluate a specific company's policy regarding the security involved for computerized data.
23.05 Compare and contrast emerging technologies.

24.0 DEMONSTRATE KNOWLEDGE OF THE FUNCTIONS OF MANAGEMENT--The student will be able to:

24.01 Describe the differences between horizontally and vertically (traditionally) organized companies.
24.02 Differentiate between the roles and responsibilities of top of top executives and those of lower-level managers.
24.03 Explain how a self-managing team interacts in manufacturing and service corporations (e.g., marketing, operations, finance, and human resources).
24.05 Name and define the functions of management (e.g., planning, organizing, staffing, directing, and controlling).
24.06 Analyze management techniques used by effective managers.
24.07 Identify and discuss various employee motivational programs currently available.
24.08 Explain how motivation, leadership, and communication influence people within an organization.
24.09 Describe methods used in training and development.
24.10 Discuss the importance of a manager's philosophy of management in creating a work environment.
24.11 Discuss the role and importance of a performance appraisal.
24.12 Identify key components of a company's "mission statement".

Program: 8303000 Diversified Cooperative Training

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8300410
Course Title: Diversified Cooperative Training - OJT
Course Credit: Multiple

COURSE DESCRIPTION:

This course is designed to enable each student to demonstrate competencies in a specific career and to demonstrate legal and ethical behavior within the role and scope of job responsibilities through a realistic, on-the-job training experience. An individualized training plan is developed and utilized to ensure that training is provided which will develop the necessary competencies/skills in order for the student to become competent in the occupation for which he/she is being trained. The training plan is the "curriculum" for the on-the-job training. After successful completion of DCT 1, DCT 2, and DCT - OJT, students will have met Occupational Completion Point - Data Code: (**See** *Vocational and Applied Technology Data Base Handbook - 1997-98 School Year - Appendix S*)

38.0 DEMONSTRATE COMPETENCIES IN A SPECIFIC CAREER--The student will able to:

- 38.01 Exhibit effective workplace safety practices including use of protective devices.
- 38.02 Display an acceptable level of production and quality control as it relates to the student's occupation.
- 38.03 Demonstrate effective written and oral communication skills when interacting with employers, customers, and co-workers.
- 38.04 Demonstrate decision making and problem solving processes and techniques used in the workplace.
- 38.05 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.
- 38.06 Demonstrate an understanding of the company vision and mission statements, and goals.
- 38.07 Demonstrate an understanding of a company's products and services.

39.0 DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR WITHIN THE ROLE AND SCOPE OF SPECIFIC JOB RESPONSIBILITIES--The student will be able to:

- 39.01 Demonstrate legal and ethical behavior within the scope of job responsibilities.
- 39.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns.
- 39.03 Follow policies and procedures affecting the safety, health, and well being of all members in a workplace setting.
- 39.04 Exhibit behavior supporting and promoting cultural ethnic diversity.
- 39.05 Recognize and report signs of substance abuse.
- 39.06 Demonstrate interpersonal skills which enhance team productivity and foster positive work ethics.

39.07 Identify the job tasks that must be performed in the specified occupation (training plan).

39.08 Maintain appropriate employment records(e.g., time cards).

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8303030
Course Title: Diversified Career Technology Management
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to enable each student to implement competency mastery in the areas of employability (human resource) activities; environmental, health, and safety activities; professional, legal and ethical workplace responsibilities; financial planning strategies; leadership skills; communication skills; labor and human resource issues related to the workplace; global and economic issues; a business plan; employability skills related to life and career goals; managerial/supervisory uses of technology; the five functions of management; the role of the manager; and technical and production skills. After successful completion of DCT 1, DCT 2, DCT-OJT, and DCT Management, students will have met Occupational Completion Point - Data Code: (**See** *Vocational and Applied Technology Data Base Handbook - 1997-98 School Year - Appendix S*)

25.0 IMPLEMENT EMPLOYABILITY (HUMAN RESOURCE) ACTIVITIES--The student will be able to:

- 25.01 Network with individuals in a specific career field and report findings.
- 25.02 Prepare a classified ad for an entry-level and a managerial level position.
- 25.03 Write a job description and list the responsibilities of an entry-level position and a managerial position.
- 25.04 Develop a list of criteria to evaluate applicant resumes.
- 25.05 Prepare a form letter for a specific business listing application procedures for employment.
- 25.06 Create a list of interview questions for an entry-level position and a managerial-level position.
- 25.07 Create an evaluation measurement tool to be used to rate applicants.
- 25.08 Develop a company policy outlining dress and grooming standards.
- 25.09 Create an evaluation form to rate employee performance.

26.0 IMPLEMENT ENVIRONMENTAL, HEALTH, AND SAFETY ACTIVITIES--The student will be able to:

- 26.01 Develop safety procedures for a small business.
- 26.02 Create a safety checklist for a specific business.
- 26.03 Create a map designating emergency exits for a business.
- 26.04 Develop an evacuation plan for a business.

27.0 IMPLEMENT AN UNDERSTANDING OF PROFESSIONAL, LEGAL, AND ETHICAL WORKPLACE RESPONSIBILITIES--The student will be able to:

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27.01 Develop a code of ethics for a workplace.
27.02 Develop an outline explaining the role of an EAP (Employee Assistance Program) representative and list the services he/she provides.

28.0 IMPLEMENT FINANCIAL PLANNING STRATEGIES--The student will be able to:

28.01 Prepare an analysis of a current business utilizing its annual report.
28.02 Identify sources of funding for a business.
28.03 Describe how a company estimates and bids for a contract.
28.04 Describe the importance of cost containment in a company.
28.05 Evaluate insurance needs for a specific business.

29.0 DEMONSTRATE PERFORMANCE OF LEADERSHIP SKILLS--The student will be able to:

29.01 Plan, implement, and evaluate a fund raising event.
29.02 Develop, implement, and evaluate a public relations project (e.g., student organization function, school-wide project, community project, etc.).

30.0 IMPLEMENT COMMUNICATION SKILLS--The student will be able to:

30.01 Prepare, deliver, and have videotaped a speech given to an audience for the purpose of improving performance.
30.02 Create a video tape program (e.g., welcoming new employees, training policies, etc.).
30.03 Create a measurement tool for evaluating telephone communications.
30.04 Develop a company policy regarding employee use of business telecommunications (e.g., fax, E-mail).
30.05 Prepare and deliver a presentation to a community organization, (e.g., school board, chamber of commerce).
30.06 Demonstrate competency in telecommunications, (e.g., E-mail, internet).
30.07 Prepare and deliver an effective sales presentation.

31.0 DEMONSTRATE AN UNDERSTANDING OF LABOR AND HUMAN RESOURCE ISSUES RELATED TO THE WORKPLACE--The student will be able to:

31.01 Design an employee compensation schedule and benefits package.
31.02 Compute the economic value of a company paid benefit package.
31.03 Create a job rotation schedule for a specific company.
31.04 Develop a mission statement for a company.

32.0 IDENTIFY AND ANALYZE GLOBAL AND ECONOMIC ISSUES--The student will be able to:

32.01 Analyze current events concerning issues relevant to international business.
32.02 Compute the exchange rates and buying power of various foreign currencies.
32.03 Explain the impact of aging populations in Western countries and rapidly growing populations in developing countries.
32.04 Discuss the economic effect of the rate of growth in developed and developing nations.
32.05 Explain the movement toward globalization and the reasons behind this economic trend.

33.0 PREPARE A BUSINESS PLAN--The student will be able to:

33.01 Design a marketable product or service.
33.02 Develop a marketing management plan.
33.03 Develop a personnel management plan.
33.04 Develop a financial management plan.
33.05 Develop an executive summary.

34.0 DEMONSTRATE MANAGERIAL/SUPERVISORY USES OF TECHNOLOGY--The student will be able to:

34.01 Demonstrate the uses of electronic equipment to communicate instructions to employees.
34.02 Demonstrate the uses of electronic equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer, etc.).
34.03 Research and compare currently available software packages.
34.04 Create an employee database to be used for scheduling and payroll.
34.05 Create a customer/client database (e.g., mail merge, labels, etc).
34.06 Create a newsletter using an integrated software package.
34.07 Create a presentation utilizing a multimedia software package.
34.08 Demonstrate methods of using trouble shooting techniques for technology-related problems.

35.0 ANALYZE THE FIVE FUNCTIONS OF MANAGEMENT--The student will be able to:

35.01 Identify and describe the steps in the planning process.
35.02 Define Management by Objectives (MBO).
35.03 Develop an organization chart to illustrate line and staff relationships.
35.04 Identify how to plan personnel needs and how to find employees for specific positions.
35.05 Describe the responsibilities for selecting, training, and appraising employees.
35.06 Identify steps for avoiding difficulties resulting from delegation.

35.07 Define the principles of "chain of command" and "span of control."
35.08 Justify the importance of accountability.

36.0 ANALYZE THE ROLE OF THE MANAGER--The student will be able to:

36.01 Evaluate one theory of management and discuss its implementation in a particular workplace.
36.02 Develop an outline explaining the role of the manager in conflict management.
36.03 Design a potential management conflict resolution strategy for a specific workplace problem.
36.04 Develop an employee motivational program for an organization.
36.05 Evaluate the effect of profit and loss on a business and how it affects the manager's productivity rating.
36.06 Explain Total Quality Management (TQM) and the strategy of continuous improvement.
36.07 Differentiate between data processing and management information systems (MIS).

37.0 DEMONSTRATE KNOWLEDGE OF TECHNICAL AND PRODUCTION SKILLS--The student will be able to:

37.01 Determine costs, time, and resources needed to complete a task within the workplace.
37.02 Demonstrate the ability to obtain technical information.
37.03 Cite an example of a job that is inter-related with another job.
37.04 Analyze a "quality improvement process" for labor and/or equipment.

July 1997

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Guided Workplace-Learning	
Program Type:	Job Preparatory	
Occupational Area:	Diversified Education	
Components:	N/A	
	Secondary	PSAV
Program Numbers	**8300430**	**D886300**
CIP Number	1098.8630CP	1098.8630CP
Grade Level	9-12, 30, 31	30, 31
Length	Multiple	Multiple
Certification	Any Voc Field or Coverage	Any Voc Field or Coverage
Facility Code	Any Appropriate Vocational Facility	Any Appropriate Vocational Facility
VSO	ANY VSO	ANY VSO
Coop Method	NO	NO
Apprenticeship	NO	NO
Basic Skills	The basic skills requirements for Guided Workplace-Learning are equivalent to those appropriate for the Vocational Program in which the student is enrolled or has completed.	

I. **PURPOSE:** The purpose of this course is to provide students with the opportunity to gain practical, first-hand knowledge in broad occupational clusters or industry sectors through a structured intern experience. This internship is designed to give students an opportunity to integrate occupational and applied academic learning and to apply knowledge and skills learned in a classroom to actual work situations not generally available through paid employment.

To enroll in the internship, a student must be currently enrolled in or have completed any vocational course/program (including Technology Education). Students will be allowed a maximum of 450 total hours at the workplace-learning site, regardless of the number of credits earned.

II. **PROGRAM STRUCTURE:** The internship must include the following components:

PREPLACEMENT PLANNING CONFERENCES: The student, teacher, and the workplace-learning site supervisor must participate in a preplacement conference. It is also recommended that the parents/guardian of the student be included in the preplacement planning conference. Preplacement planning is essential to designing learning experiences that are appropriate for each individual's learning needs and career interests. Also, it is critical that all parties involved understand and agree on time schedules, expectations, training/learning activities and evaluation methods. The internship agreement should be signed by the student, teacher-coordinator, parent/guardian, and the workplace-learning site supervisor.

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WORKPLACE-LEARNING SITE: The following criteria should be met when choosing the workplace-learning site:

1. The workplace experience must allow experiences that utilize both skills and knowledge directly related to the student's career goal and the vocational course/program in which the student is enrolled or has completed.
2. The workplace experience must provide opportunities for rotation through a wide variety of increasingly responsible experiences beyond routine activities.
3. The workplace experience must provide skilled workplace-learning site supervisors and/or mentors who are interested and willing to assist the student.
4. The workplace experience must provide a safe and ethically sound environment with up-to-date facilities and equipment. The workplace experience must adhere to all state and federal laws and rules regarding the employment of minors. The workplace experience must not displace a paid employee.
5. The student does not have to be paid.
6. Timecards documenting the time spent at the workplace-learning site must be maintained.

JOB EXPERIENCE: This component shall provide a match between the student's career major and a work-based situation that will provide exposure to the broad aspects of the selected industry. The assigned tasks should allow a progression and rotation through experiences requiring a variety of skills and knowledge at increasingly higher levels related to the student's career major.

WORKPLACE-LEARNING PLAN: A workplace-learning plan must be developed and implemented for each student. The workplace-learning plan should outline learning objectives, methods of learning, activities/responsibilities, time required, provision for supervision, and method(s) of student evaluation. The workplace-learning plan must be signed by the student, teacher, parent and the workplace-learning site supervisor.

WEEKLY CLASS OR SEMINAR: Students in the Guided Workplace Learning internship must meet a minimum of once per week for the purpose of related instruction and development activities. These classes should provide a forum for students to share and learn from each other's experiences through discussion and group activities/projects. Faculty should also use this time to reinforce the application of subject matter in the workplace-learning setting. Students should be encouraged to reflect upon and personalize their experiences through individual journals and also through interaction with the teacher-coordinator and the workplace-learning site supervisor.

SUPERVISION/SITE VISITS: Teacher-coordinators of the Guided Workplace Learning internship must monitor and support learning while students are in the field. Teacher-coordinators must visit the workplace-learning site as frequently as once every two weeks, but not less than once per month so that students may be observed in all facets of their workplace-

learning experiences. Students must also be evaluated a minimum of once per grading period by the teacher-coordinator with input from the workplace-learning site supervisor. The evaluation should assess how well the student is progressing toward goals established by the student, teacher-coordinator, and workplace-learning site supervisor. Portfolio assessment is a recommended method of student assessment.

For every 20 students (or portion thereof) enrolled in Guided Workplace-Learning, the teacher-coordinator should be given one hour of coordination release time per day in order to visit students at the workplace-learning sites.

III. **SPECIAL NOTE:** Any Vocational Student Organization is appropriate for providing leadership training and for reinforcing specific vocational skills. Vocational Student Organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.064, FAC.

When a secondary student with a disability is enrolled in a vocational class with modifications to the curriculum framework, the particular outcomes and student performance standards which the student must master to earn credit must be specified in the student's individual educational plan (IEP). Additional credits may be earned when outcomes and standards are mastered in accordance with the requirements indicated in subsequent IEPs.

IV. **INTENDED OUTCOMES**: After successfully completing this course the student will be able to perform the following:

01.0 Demonstrate positive work habits and attitudes in the workplace-learning site.
02.0 Apply knowledge and skills learned in the classroom to actual work situations.
03.0 Participate effectively in interpersonal experiences with staff, supervisors and customers.
04.0 Demonstrate application of knowledge regarding future career goals including required education, training and experience.
05.0 Participate in activities that provide experiences in all aspects of the industry.

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Work Experience
Occupational Area:	Diversified Education
	Secondary
Program Numbers	**8301600**
CIP Number	1098.8640CP
Grade Level	7-12, 30, 31
Length	Multiple credits
Certification	COOR WK EX @7 ANY FIELD/BACHELORS OR HIGHER CERT/TC WK EXP E G

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to provide the potential school leaver, through paid part-time employment, with experiences in a work environment and, through concurrent classroom instruction, to assist potential school leavers in acquiring the necessary human relations skills, work attitudes, and common knowledge required for successful employment and for selection of a vocation and/or a vocational-training program.

Opportunities are provided for the student to obtain competencies and recognition through successful work experience and to satisfactorily complete a high-school education.
Listed below are the courses that this program comprises, when offered at the secondary level:

8301610	Work Experience 1
8301620	Work Experience 2
8301630	Work Experience 3
8301640	Work Experience 4
8301650	Work Experience-OJT

A beginning Work Experience student will be placed in the 8301610-Work Experience 1 course.

II. **LABORATORY ACTIVITIES:** Laboratory activities provided through on-the-job training are an integral part of this program. Employment experiences are provided through placement on a job by the teacher-coordinator, to prepare the student with competencies through a variety of paid learning experiences. Written training agreements--signed by parent/guardian, employer, and teacher-coordinator must be prepared for each student. The teacher-coordinator must prepare for each student a job skills form which will include skills and behaviors to be evaluated by the employer each grading period.

III. **SPECIAL NOTE:** Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who participated in the in-school and on-the-job instructional

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activities during the school year immediately preceding a summer assignment.

One credit may be earned by each student enrolled in Work Experience 1, 2, 3, or 4 courses and a minimum of 1 credit for on-the-job employment experiences may be earned for each year the student is enrolled in Work Experience-OJT. It is recommended that for every fifteen students (or portion thereof) enrolled in the Work Experience program, the teacher-coordinator be given a minimum of one hour of OJT-coordination release time so that he or she can visit students on the job in order to manage the cooperative method of instruction effectively.

The teacher-coordinator will visit each training-agency supervisor at least once during each grading period, for the purpose of evaluating the student's progress on the job.

The following criteria are to be used in the development of admission procedures for each student prior to entry into the program:

01. The student has a truancy problem.
02. The student needs to work in order to continue his or her education.
03. The student is economically disadvantaged.
04. The student has a negative attitude toward work, school, and/or society.
05. The student has a poor self-concept.
06. The student feels alienated.
07. The student has a discipline problem.
08. The student is a half-day performer (has a limited attention span).
09. The student is over-age in grade.
10. The student has trouble relating to classwork.
11. The student has a lack of interest in school.
12. Other (specify) _____.

An individual guidance plan identifying admission criteria will be developed for each student prior to entry into the program, and will include the Work Experience course number, school year, and date of entry. Job counseling sessions between the teacher-coordinator and each student will be documented for each grading period. Flexible scheduling will be implemented, as agreed upon by the teacher-coordinator and guidance personnel, when such scheduling is found needed to meet the student's needs.

IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to:

01.0 Demonstrate employability skills.
02.0 Maintain employment.
03.0 Develop an awareness of careers.
04.0 Determine needs for continuing education.
05.0 Manage personal finances.
06.0 Maintain personal hygiene and health.
07.0 Demonstrate personal and social skills.
08.0 Demonstrate and apply consumer mathematics.

09.0 Perform designated job skills.
10.0 Demonstrate work ethics.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Work Experience
Secondary Number: 8301600
Postsecondary Number:

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

01.01 Explain the importance of a Social Security Number.
01.02 Conduct a job search
01.03 Prepare a resume.
01.04 Write letters of application.
01.05 Arrange for job interviews by telephone.
01.06 Prepare for job interviews.
01.07 Complete application forms.
01.08 Participate in job interviews.
01.09 Conduct job-interview follow-up.
01.10 Complete employment forms.
01.11 Prepare termination notice.
01.12 Interpret reasons for termination.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

02.01 Communicate and relate to employer, co-workers, and the public.
02.02 Interpret and comply with the employer's policies.
02.03 Describe positive work attitudes.
02.04 Describe initiative and resourcefulness.
02.05 Apply decision-making skills on the job.
02.06 Follow directions.
02.07 Practice punctuality and dependability.
02.08 Describe the importance of honesty, truthfulness, and loyalty in the work setting.
02.09 Perform assigned job tasks.
02.10 Comply with safety standards.
02.11 Describe appropriate reactions to criticism.
02.12 Maintain records of time and wages.
02.13 Describe attitudes and behaviors that enhance the opportunity for promotion.
02.14 Demonstrate how and when to ask for a raise.
02.15 Justify how and when to make a job change.
02.16 Identify ways to adapt to a new job.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

03.01 Determine interests aptitudes, and skills.
03.02 Explore career areas.
03.03 Research a specific occupation, based on interests.
03.04 Identify trends in job markets.
03.05 Develop a plan to meet realistic career goals.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

04.01 Describe the relationship between educational achievement and career opportunities.
04.02 Practice and improve basic skills (3 Rs).
04.03 Explain the value of a high-school diploma.
04.04 Identify job educational requirements.
04.05 Explain the impact of technological change in relation to educational needs.
04.06 Set goals and objectives.
04.07 Utilize career-counseling services.
04.08 Select classes to meet goals and objectives.
04.09 Identify financial resources for continuing education.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

05.01 Identify financial priorities.
05.02 Apply and prepare money-management principles.
05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
05.04 Describe the importance of meeting financial obligations.
05.05 Explain advantages and disadvantages of using credit.
05.06 Identify banking services.
05.07 Identify insurance coverage.
05.08 Interpret pay-check stubs.
05.09 Prepare income-tax forms.
05.10 Compare value when shopping.
05.11 Define appropriate consumer practices.
05.12 Interpret utility bills.
05.13 Explain the advantage of renting or buying shelter.
05.14 Identify the cost of owning and operating an automobile.
05.15 Interpret a lease.

06.0 MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:

06.01 Identify proper appearance.
06.02 Identify advantages of a healthy lifestyle.
06.03 Recognize effects of substance abuse.
06.04 Identify counseling and community services.
06.05 Recognize the need for preventative medical practices.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

07.01 Describe ways to show a positive attitude towards society.
07.02 Develop positive self-awareness.
07.03 Set personal priorities.
07.04 Describe ways to deal with success and failure.
07.05 Identify traits of assertiveness.
07.06 Demonstrate etiquette.
07.07 Plan use of leisure time.
07.08 Exhibit awareness of, and respect for, others.
07.09 Communicate ideas and feelings.
07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

08.01 Compute basic mathematics operations.
08.02 Change decimals to percentages.
08.03 Change percentages to decimals.
08.04 Solve fraction problems.
08.05 Compute simple and compound interest.

09.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

09.01 Demonstrate job-performance skills.
09.02 Follow safety procedures on the job.
09.03 Maintain appropriate records.
09.04 Display a high level of productivity.

10.0 DEMONSTRATE WORK ETHICS--The student will be able to:

10.01 Demonstrate ethical practices.
10.02 Follow directions.
10.03 Demonstrate effective communications with employer and coworker(s).
10.04 Demonstrate effective communications with customers and clients.
10.05 Demonstrate a positive attitude toward the job.

Program: 8301600 Work Experience

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8301610
Course Title: Work Experience 1
Course Credit: 1

COURSE DESCRIPTION:

This course is designed to meet the minimum student performance standards as outlined in the program framework and to provide remedial instruction when needed. Students first entering the program begin with this course.

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Explain the importance of a Social Security Number.
- 01.02 Conduct a job search.
- 01.03 Prepare a resume.
- 01.04 Write letters of application.
- 01.05 Arrange for job interviews by telephone.
- 01.06 Prepare for job interviews.
- 01.07 Complete application forms.
- 01.08 Participate in job interviews.
- 01.09 Conduct job-interview follow-up.
- 01.10 Complete employment forms.
- 01.11 Prepare termination notice.
- 01.12 Interpret reasons for termination.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.02 Interpret and comply with the employer's policies.
- 02.03 Describe positive work attitudes.
- 02.04 Describe initiative and resourcefulness.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.08 Describe the importance of honesty, truthfulness, and loyalty in the work setting.
- 02.10 Comply with safety standard.
- 02.12 Maintain records of time and wages.
- 02.16 Identify ways to adapt to a new job.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.01 Determine interests aptitudes, and skills.
- 03.02 Explore career areas.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.01 Describe the relationship between educational achievement and career opportunities.
- 04.02 Practice and improve basic skills (3 Rs).

04.03 Explain the value of a high-school diploma.
04.06 Set goals and objectives.
04.07 Utilize career-counseling services.
04.08 Select classes to meet goals and objectives.
04.09 Identify financial resources for continuing education.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

05.01 Identify financial priorities.
05.02 Apply and prepare money-management principles.
05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
05.04 Describe the importance of meeting financial obligations.
05.08 Interpret pay-check stubs.
05.09 Prepare income-tax forms.
05.14 Identify the cost of owning and operating an automobile.

06.0 MAINTAIN PERSONAL HYGIENE AND HEALTH--The student will be able to:

06.01 Identify proper appearance.
06.02 Identify advantages of a healthy lifestyle.
06.03 Recognize effects of substance abuse.
06.04 Identify counseling and community services.
06.05 Recognize the need for preventative medical practices.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

07.01 Describe ways to show a positive attitude towards society.
07.02 Develop positive self-awareness.
07.03 Set personal priorities.
07.04 Describe ways to deal with success and failure.
07.07 Plan use of leisure time.
07.08 Exhibit awareness of, and respect for, others.
07.09 Communicate ideas and feelings.
07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

08.01 Compute basic mathematics operations.
08.02 Change decimals to percentages.
08.03 Change percentages to decimals.
08.04 Solve fraction problems.
08.05 Compute simple and compound interest.

Program: 8301600 WORK EXPERIENCE

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8301620
Course Title: Work Experience 2
Course Credit: 1

COURSE DESCRIPTION:

This course is designed for the second year returning work experience student and will provide remediation when needed.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.10 Comply with safety standards.
- 02.11 Describe appropriate reactions to criticism.
- 02.12 Maintain records of time and wages.
- 02.13 Describe attitudes and behaviors that enhance the opportunity for promotion.
- 02.14 Demonstrate how and when to ask for a raise.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.03 Research a specific occupation, based on interests.
- 03.05 Develop a plan to meet realistic career goals.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.04 Identify job educational requirements.
- 04.05 Explain the impact of technological change in relation to educational needs.
- 04.06 Set goals and objectives.
- 04.07 Utilize career-counseling services.
- 04.08 Select classes to meet goals and objectives.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.05 Explain advantages and disadvantages of using credit.
- 05.06 Identify banking services.
- 05.07 Identify insurance coverage.
- 05.09 Prepare income-tax forms.
- 05.10 Compare value when shopping.
- 05.11 Define appropriate consumer practices.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

07.05 Identify traits of assertiveness.
07.06 Demonstrate etiquette.
07.07 Plan use of leisure time.
07.08 Exhibit awareness of, and respect for, others.
07.09 Communicate ideas and feelings.
07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

08.01 Compute basic mathematics operations.
08.02 Change decimals to percentages.
08.03 Change percentages to decimals.
08.04 Solve fraction problems.
08.05 Compute simple and compound interest.

Program: 8301600 Work Experience

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8301630
Course Title: Work Experience 3
Course Credit: 1

COURSE DESCRIPTION:

This course is designed for the third year returning Work Experience student and will provide remediation when needed.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.10 Comply with safety standards.
- 02.12 Maintain records of time and wages.
- 02.15 Justify how and when to make a job change.

03.0 DEVELOP AN AWARENESS OF CAREERS--The student will be able to:

- 03.04 Identify trends in job markets.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.06 Set goals and objectives.
- 04.08 Select classes to meet goals and objectives.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.12 Interpret utility bills.
- 05.14 Identify the cost of owning and operating an automobile.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.07 Plan use of leisure time.
- 07.08 Exhibit awareness of, and respect for, others.
- 07.09 Communicate ideas and feelings.
- 07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

- 08.01 Compute basic mathematics operations.
- 08.02 Change decimals to percentages.
- 08.03 Change percentages to decimals.

08.04 Solve fraction problems.
08.05 Compute simple and compound interest.

Program: 8301600 Work Experience

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8301640
Course Title: Work Experience 4
Course Credit: 1

COURSE DESCRIPTION:

This course is designed for the fourth year returning Work Experience student and will provide remediation when needed.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Communicate and relate to employer, co-workers, and the public.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.10 Comply with safety standards.
- 02.12 Maintain records of time and wages.

04.0 DETERMINE NEEDS FOR CONTINUING EDUCATION--The student will be able to:

- 04.02 Practice and improve basic skills (3 Rs).
- 04.03 Explain the value of a high-school diploma.
- 04.06 Set goals and objectives.
- 04.07 Utilize career-counseling services.
- 04.08 Select classes to meet goals and objectives.
- 04.09 Identify financial resources for continuing education.

05.0 MANAGE PERSONAL FINANCES--The student will be able to:

- 05.02 Apply and prepare money-management principles.
- 05.03 Maintain financial records, such as balancing a checkbook and keeping a budget.
- 05.13 Explain the advantage of renting or buying shelter.
- 05.15 Interpret a lease.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.07 Plan use of leisure time.
- 07.08 Exhibit awareness of, and respect for, others.
- 07.09 Communicate ideas and feelings.
- 07.10 Demonstrate the ability to be a team player.

08.0 DEMONSTRATE AND APPLY CONSUMER MATHEMATICS--The student will be able to:

- 08.01 Compute basic mathematics operations.
- 08.02 Change decimals to percentages.
- 08.03 Change percentages to decimals.
- 08.04 Solve fraction problems.
- 08.05 Compute simple and compound interest.

Program: 8301600 Work Experience

July 1997

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Course Number: 8301650
Course Title: Work Experience OJT
Course Credit: Multiple

COURSE DESCRIPTION:

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

02.0 MAINTAIN EMPLOYMENT--The student will be able to:

- 02.02 Interpret and comply with the employer's policies.
- 02.05 Apply decision-making skills on the job.
- 02.06 Follow directions.
- 02.07 Practice punctuality and dependability.
- 02.09 Perform assigned job tasks.
- 02.10 Comply with safety standards.
- 02.12 Maintain records of time and wages.

07.0 DEMONSTRATE PERSONAL AND SOCIAL SKILLS--The student will be able to:

- 07.10 Demonstrate the ability to be a team player.

09.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

- 09.01 Demonstrate job-performance skills.
- 09.02 Follow safety procedures on the job.
- 09.03 Maintain appropriate records.
- 09.04 Display a high level of productivity.

10.0 DEMONSTRATE WORK ETHICS--The student will be able to:

- 10.01 Demonstrate ethical practices.
- 10.02 Follow directions.
- 10.03 Demonstrate effective communications with employer and co-worker(s).
- 10.04 Demonstrate effective communications with customers and clients.
- 10.05 Demonstrate a positive attitude toward the job.

July 1997

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Vocational Related Basic Skills
Occupational Area:	Diversified Education
	PSAV
Program Numbers	**D886700**
CIP Number	1098.867000
Grade Level	30, 31
Length	Multiple hours
Certification	ANY VOCATIONAL FIELD OR COVERAGE
	PHYSICS 1 @2 @4
	SCIENCE @4
	MATH 1 @2 @4 @8 @9
	ENGLISH 1 @2 @4 @8 @9
	MG MATH C
	JR HI SCH @8
	MG ENG C

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this instructional course is to provide students enrolled in vocational job preparatory programs with the needed supportive instruction in math, science, and communications in an applied setting, in order to complement the instruction provided by the vocational job preparatory instructors. This course provides pertinent supportive instruction and is not remedial in nature.

The content includes, but is not limited to, the math, science, and communications that is an integral part of the specific job preparatory vocational programs.

II. **LABORATORY ACTIVITIES:** Applied laboratory activities in math, science, or communications would be conducted to support the job preparatory programs being provided.

III. **SPECIAL NOTE:** Instruction is designed to meet the individual needs of students in job preparatory vocational programs requiring a strong basis in math, science and communications skills. Instruction should be designed to meet the specific requirements of the vocational programs. Delivery of instruction could be provided by (1) scheduling the instructor to visit the vocational programs and provide the needed instruction in an applied setting as needed to complement the instruction of the vocational instructor or by (2) scheduling students from various job preparatory vocational programs to meet as needed with the instructor.

The length of the course will vary with the needs of the students and programs.

IV. **INTENDED OUTCOMES:** The intended outcomes of this course will be selected from the job preparatory vocational program based on the needs of the student.

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